

*From Forms Mgmt*

20 July 1970

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Status of SIPS Forms for an  
Automated Payroll

1. This being 20 July, I have followed up on the status of the SIPS forms which are due in Forms Management on 1 August. I have learned that coordination and approval was completed in the Office of Personnel, and the Credit Union. The Central Cover Staff, DDP has made modifications to two forms but no word has been received from the DDP Directorate as a whole. [REDACTED] Chief, Compensation and Tax Division, Office of Finance is handling the coordination, and is aware of our 1 August deadline.

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2. In reviewing the status of this forms project I find these conditions and developments which should explain my concern and why the printing phase can be expected to consume 90 days:

a. To try and hold the printing down to 90 days, [REDACTED] Chief, General Procurement Section, are already reviewing the forms involved and the available capabilities of various commercial printers. They are trying to see who can be called in to bid on the job. They hope the order can be contracted with one printer to insure control and to expedite completion and delivery. The contract must be less than \$100,000 to be placed with one printer according to our GPO schedule. Unfortunately the information we have received so far does not permit us to make an estimate. Hazel will keep digging, and she is getting excellent cooperation at SIPS, but the analysts do not yet appreciate the physical volume, time requirements, and technical printing involved to meet the forms needs of their system.

b. The estimates from SIPS as to the number of copies of each form they wish printed may be based on careful survey findings of actions and requests, but they are not close to the number of those forms distributed and used to fill the pipelines in the past year.

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As examples of some forms:

<u>SIPS EST. BY ACTIONS</u>	<u>FORM TITLE &amp; NO.</u>	<u>ACTUAL PRINTING FY 70</u>
10,400	Form 2595 "Disposition of Pay Check"	65,000
9,100	Form 2964-Credit Union Deductions	40,000
2,340	Form W-4 "Federal Withholding Tax"	40,000
1,560	Standard Form 191 "Savings Bond Request"	15,000
1,000	Form V-4 "Virginia Tax Withholding"	6,000
780	Form MW 507 "Maryland Tax Withholding"	8,000
No estimate	Form 20-Time and Attendance (3 colors)	300,000

We are merely pointing out that in the real world as we know it, the user must have the forms when it is needed, otherwise the Finance Operation stops when the forms supply stops. Another complication is the fact that previously these forms were used only for the Vouchered payroll whereas the new system will handle all types of pay rolls in the Agency.

c. So far we find at least 12 of the forms will require outside printing because Agency equipment cannot meet the exact specifications and volume requirements. The remaining 5 forms will be printed in-house because of Security considerations or due to the low volume needed. These 5 forms have not been discussed with Printing Services Division yet, but no problems are foreseen.

d. FY 1970 Contracts for Tab Cards have a minimum charge of \$100. In other words we pay for 60,000 tab cards as a minimum order. Some of the SIPS requests are for only a few thousand Tab Cards; but different cards or even colors cannot be combined into one order. Each will pay for the minimum cost. The new contract for Fiscal Year 1971 has not yet been received.

3. We will keep you posted on developments during August.



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Chief  
Records Administration Branch

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